

General Services, Office of

Mission

The New York State Office of General Services (OGS) manages and leases real property; designs and builds facilities; contracts for goods, services, and technology; coordinates efforts towards the State's sustainability and resiliency goals; and delivers a wide array of support services. They provide government and nonprofit agencies with innovative solutions, integrated service, and the best value in support of cost-effective operations and responsible public stewardship.

Organization and Staffing

OGS is headed by a Commissioner who is appointed by the Governor, subject to Senate confirmation. The agency is organized into several major business units, including: Division of Real Estate; Office of Language Access; Design and Construction; Shared Services (Procurement Services, Business Services Center, and Project Management); Administration and Support Operations; and Finance and Accountability. These units are under the direction of the Commissioner's Office and act under the auspices of an Executive group that consists of the Commissioner's Office, Communications, Legal Services, Resiliency and Sustainability, and Internal Audit.

Budget Highlights

The FY 2024 Executive Budget recommends \$1.31 billion in All Funds appropriations (\$111 million General Fund; \$34 million Special Revenue Funds-Other; \$17 million Federal Funds; \$3 million Enterprise Funds; \$882 million Internal Service Funds; \$750,000 Fiduciary Funds; and \$259 million Capital Funds) reflecting an All Funds decrease of \$17 million from FY 2023,. The Capital decrease reflects the one-time funding for Empire State Plaza (ESP) infrastructure projects in FY 2023, including repairs to the Capitol's Eastern Approach Staircase and the red brick roadway on the Plaza.

The Executive Budget recommends a workforce of 1,844, which includes 13 new FTEs to staff the increasingly in-demand Digital and Media Services Center (MSC) and a shift of 40 FTEs to the Office of Information Technology Services. This is 27 fewer than in FY 2023.

Program Highlights

Executive Administration

Provides the day-to-day management of the agency, serves State agencies by performing professional communication services, hosting the new resiliency and sustainability program, and provides legal and audit support to hosted agencies.

Division of Real Estate

Comprises four business units: The Real Property and Facilities Management Group, which is responsible for the administration and daily operations of 58 major and 118 ancillary buildings comprising nearly 21 million square feet and totaling over \$7 billion in assets; the Leasing Services Group, which manages the State's lease portfolio totaling over 400 locations representing 12 million square feet of office space and \$265 million in annual spend; the State Asset and Portfolio Management Group, which coordinates real estate-related projects, maintains the statewide real estate inventory, and performs data analytics; and the Administrative Services Group, which optimizes the Division of Real Estate's business processes through strategic management, centralized planning, and more, with a purview of over \$30 million of yearly transactions. These four groups work together to enable OGS to strategically manage and optimize the use of the State's real estate portfolio, including identifying potential cost reduction opportunities and efficiency improvements, as well as real estate management best practices and methods.

Office of Language Access

Introduced in FY 2023, the Office of Language Access provides guidance and support to 45 New York State agencies to ensure that the statewide language access law, Executive Law Section 202-a, is implemented efficiently and effectively.

Design and Construction (D&C)

Provides a full range of high-quality architectural, engineering, permitting, and construction management services to over 50 Executive State agencies through an interdependent model of public and private sector resources. Those services include site assessments, design/construction feasibility studies and planning, design development, bidding, contract management, construction management, and quality inspection. D&C

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also performs project document reviews for code compliance and permitting. In addition, D&C is uniquely responsible for statewide emergency contracting for urgent damage/system failure repairs throughout the State ranging from every day 365/24/7 response to severe weather events. D&C is committed to providing timely, efficient, responsive, and cost-effective construction projects thereby enabling those agencies to fulfill their own diverse missions on behalf of the people of New York State.

Procurement Services

Establishes and maintains more than 1,500 centralized contracts for commodities, technology, and services valued at approximately \$30 billion for use by State agencies and municipalities, as well as other public and some nonprofit entities. Procurement Services works to acquire commodities and services at competitive, volume discounted/reduced prices while maintaining the statutory compliance and strategic effectiveness of all procurements. Procurement Services also educates vendors and public purchasers about how to participate effectively in the State’s procurement process.

Business Services Center (BSC)

A shared services organization that provides standardized financial and human resources transaction processing services to the Executive agencies, with a focus on best practices, customer service, and efficiency. In the finance area, the BSC processes transactions related to accounts payable, accounts receivable, credit cards, purchasing, and employee travel and expense reimbursements. In the human resources management area, the BSC processes employee benefits, payroll, time and attendance, and personnel transactions. The BSC currently provides finance services to 66 agencies and human resources services to 55 agencies. The BSC also continues to support efforts to enhance the State’s human resources technology systems.

Finance and Accountability

Provides financial services to OGS and selected hosted agencies and has responsibility for a number of statewide initiatives. Statewide responsibilities include the centralized procurement of insurance and the provision of insurance and risk management expertise, consulting services, and commercial insurance product access; the development and administration of enterprise fleet initiatives and implementation; the analysis and compliance regulations associated with meeting energy planning goals; the monitoring of goal compliance with the diversity of contracted parties per MWBE; and the administration of the State’s Service-Disabled Veteran-Owned Business (SDVOB) program.

Administration and Support Operations

Provides human resources and diversity/equal employment opportunity services to OGS and hosted agencies, along with an array of statewide support services. This group’s support responsibilities include the management of the State’s consolidated warehouse program; the provision of interagency mail and centralized printing services; the administration of the transfer of Federal and State surplus property; the coordination of cultural events and visitor services to the Capitol and Plaza; and the distribution of over \$250 million worth of food purchased by the Federal Government, including locally grown New York State produce, to entities that include qualified New York State schools, child and adult care feeding programs, food banks, soup kitchens, and child summer feeding programs.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available FY 2023	Appropriations Recommended FY 2024	Change From FY 2023	Reappropriations Recommended FY 2024
State Operations	1,050,866,306	1,077,584,000	26,717,694	10,492,000
Capital Projects	443,800,000	259,239,000	(184,561,000)	994,415,000
Total	1,494,666,306	1,336,823,000	(157,843,306)	1,004,907,000

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ALL FUND TYPES
PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM
FILLED ANNUAL SALARIED POSITIONS

Program	FY 2023 Estimated FTEs 03/31/23	FY 2024 Estimated FTEs 03/31/24	FTE Change
Design and Construction			
Internal Service Funds	305	305	0
Capital Projects Funds - Other	5	5	0
Business Services Center			
Internal Service Funds	533	533	0
Executive Direction			
General Fund	127	127	0
Internal Service Funds	44	57	13
Procurement Program			
General Fund	99	99	0
Special Revenue Funds - Other	59	59	0
Internal Service Funds	59	59	0
Real Property Management and Development			
General Fund	172	172	0
Enterprise Funds	9	9	0
Internal Service Funds	34	34	0
Capital Projects Funds - Other	386	386	0
Total	1,832	1,845	13

STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS
(dollars)

Fund Type	Available FY 2023	Recommended FY 2024	Change
Enterprise Funds	3,247,071	3,256,000	8,929
Fiduciary	750,000	750,000	0
General Fund	111,729,448	125,503,000	13,773,552
Internal Service Funds	884,481,821	886,795,000	2,313,179
Special Revenue Funds - Federal	16,730,000	26,730,000	10,000,000
Special Revenue Funds - Other	33,927,966	34,550,000	622,034
Total	1,050,866,306	1,077,584,000	26,717,694
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(3,903,306)		
Appropriated FY 2023	1,046,963,000		

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STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Program	Available FY 2023	Recommended FY 2024	Change
Business Services Center			
Internal Service Funds	40,347,066	41,108,000	760,934
Curatorial Services Program			
Fiduciary	750,000	750,000	0
Design and Construction			
Internal Service Funds	83,817,191	83,885,000	67,809
Executive Direction			
Enterprise Funds	525,000	525,000	0
General Fund	25,594,650	28,169,000	2,574,350
Internal Service Funds	232,809,165	234,187,000	1,377,835
Special Revenue Funds - Other	2,467,962	2,480,000	12,038
Office of Language Access			
General Fund	2,000,000	2,000,000	0
Procurement Program			
General Fund	9,830,776	11,596,000	1,765,224
Internal Service Funds	482,932,000	482,930,000	(2,000)
Special Revenue Funds - Federal	16,730,000	26,730,000	10,000,000
Special Revenue Funds - Other	5,857,953	5,916,000	58,047
Real Property Management and Development			
Enterprise Funds	2,722,071	2,731,000	8,929
General Fund	74,304,022	83,738,000	9,433,978
Internal Service Funds	44,576,399	44,685,000	108,601
Special Revenue Funds - Other	25,602,051	26,154,000	551,949
Total	1,050,866,306	1,077,584,000	26,717,694

STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
FY 2024 RECOMMENDED
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	14,624,000	(1,964,650)	14,406,000	(1,964,650)
Office of Language Access	210,000	0	210,000	0
Procurement Program	9,347,000	(34,776)	9,319,000	(34,776)
Real Property Management and Development	21,640,000	453,978	17,947,000	453,978
Total	45,821,000	(1,545,448)	41,882,000	(1,545,448)

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Executive Direction	114,000	0	104,000	0
Procurement Program	0	0	28,000	0
Real Property Management and Development	2,317,000	0	1,376,000	0
Total	2,431,000	0	1,508,000	0

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
FY 2024 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	13,545,000	4,539,000	1,429,000	0
Office of Language Access	1,790,000	0	1,790,000	1,000,000
Procurement Program	2,249,000	1,800,000	29,000	0
Real Property Management and Development	62,098,000	8,980,000	45,833,000	7,225,000
Total	79,682,000	15,319,000	49,081,000	8,225,000

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	51,000	0	11,793,000	4,539,000
Office of Language Access	0	0	0	(1,000,000)
Procurement Program	40,000	0	2,119,000	1,800,000
Real Property Management and Development	112,000	0	15,594,000	1,755,000
Total	203,000	0	29,506,000	7,094,000

Program	Equipment	
	Amount	Change
Executive Direction	272,000	0
Procurement Program	61,000	0
Real Property Management and Development	559,000	0
Total	892,000	0

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STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
FY 2024 RECOMMENDED
(dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Business Services Center	41,108,000	760,934	36,108,000	760,934
Curatorial Services Program	750,000	0	0	0
Design and Construction	83,885,000	67,809	30,072,000	171,247
Executive Direction	237,192,000	1,389,873	6,160,000	853,430
Procurement Program	515,576,000	10,056,047	5,171,000	133,916
Real Property Management and Development	73,570,000	669,479	8,126,000	437,554
Total	952,081,000	12,944,142	85,637,000	2,357,081

Program	Nonpersonal Service	
	Amount	Change
Business Services Center	5,000,000	0
Curatorial Services Program	750,000	0
Design and Construction	53,813,000	(103,438)
Executive Direction	231,032,000	536,443
Procurement Program	510,405,000	9,922,131
Real Property Management and Development	65,444,000	231,925
Total	866,444,000	10,587,061

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CAPITAL PROJECTS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Comprehensive Construction Program	Available FY 2023	Recommended FY 2024	Change	Reappropriations FY 2024
Design and Construction Supervision				
Capital Projects Fund	15,000,000	15,000,000	0	29,013,000
Facilities Maintenance and Operations				
Capital Projects Fund	74,000,000	83,739,000	9,739,000	80,388,000
Flood Recovery				
Capital Projects Fund	15,000,000	15,000,000	0	90,000,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	58,640,000	77,900,000	19,260,000	264,383,000
Capital Projects Fund - Advances	0	0	0	59,000
Capital Projects Fund - Authority Bonds	264,160,000	50,600,000	(213,560,000)	451,360,000
Cap Proj Fund - Office Space Optimization- (Auth Bonds)	0	0	0	51,869,000
Sustainability				
Capital Projects Fund	17,000,000	17,000,000	0	17,000,000
Capital Projects Fund - Authority Bonds	0	0	0	10,343,000
Total	443,800,000	259,239,000	(184,561,000)	994,415,000

Note: Most recent estimates as of 02/01/2023